

QUICK REFERENCE: Confirmed Cases of COVID-19

Administrative Order 20-7v10

Order Effective Date: February 1, 2022



What to Do for Confirmed Cases of COVID-19

NOTE: Cases of COVID-19 should be confirmed through positive test results OR by medical professionals based on Symptoms Compatible with COVID-19

Employees with Confirmed Cases of COVID-19

- Should notify their supervisor of their status as soon as possible and identify areas where they spent 15 minutes or more over the past 48 hours.
- Should obtain medical advice from their doctor or public health officials.
- Should isolate and follow [CDC guidelines for isolation](#).
- Should provide supervisor with test results or confirmation from medical personnel of the Confirmed Case of COVID-19 as soon as possible.
- May telework if able.

Managers Notified of Individuals with Confirmed Cases of COVID-19

- Should cordon off areas where an infected employee, contractor, or visitor spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the infected individual OR should follow [CDC guidance](#) for cleaning.
- Should notify employees who had Exposure to infected individual so that they follow appropriate procedures (see Section IV of Administrative Order 20-7 for Employees with Exposure or Section V for Critical Infrastructure Employees with Exposure.)

Return to Work for Employees with Confirmed Cases of COVID-19

- **Persons with Confirmed Cases COVID-19 who have Symptoms** may return under the following conditions:
 - At least 10 days have passed since symptoms onset **and**
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - Other symptoms have improved.
- **Persons with Confirmed Cases COVID-19 who never developed Symptoms:**
 - If they do NOT work at a High-Risk Facility with a critical staffing shortage and are NOT Critical Infrastructure Employees, they may return after they isolate for 10 days, where the day of the positive test was day zero.
 - If they work at a High-Risk Facility and have been told of a critical staffing shortage, they must isolate for five days and then:
 - Must have a Rapid (antigen) Test for COVID-19 on Day Six, where the day of their positive test is Day Zero
 - If positive, should continue isolation for remainder of 10 days and follow procedures for Positive Case of COVID-19 in Section II of Administrative Order 20-7

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- If negative, may return to work and wear KN-95 or specialty mask as required by department for days 6 to 10 and, thereafter, follow County mask policy in Administrative Order 20-14.
- If they have been told they are Critical Infrastructure Employees but do NOT work at a High-Risk Facility, they must isolate for five days and then:
 - May return to work on Day Six, where the day of their positive test is Day Zero, wear KN-95 or specialty mask required by department for days 6 to 10 and, thereafter, follow County mask policy in Administrative Order 20-14.
- Individuals with Confirmed Cases of COVID-19 must provide documentation of positive test results or medical confirmation prior to returning to work.

Important Definitions

- **Close Contact:**¹ A person with Close Contact is someone who:
 - i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**, and/or
 - ii. Provided care at home to an infected person; and/or
 - iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
 - iv. Shared eating or drinking utensils with an infected person; and/or
 - v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.
- **Critical Infrastructure Employee:** A worker needed to deliver critical services, including law enforcement, transportation, 911 call center response, and others. For this administrative order, department heads may identify essential workers under the umbrella of Critical Infrastructure Employees and follow relevant policies and procedures accordingly.
- **Exposure to COVID-19 (Exposure):** Any form of Close Contact (see A. above) with an individual with a Confirmed Case of COVID-19 during the last 14 days
- **High-Risk Facility:** A congregate living facility operated by Milwaukee County, including the House of Correction, the Jail within the Criminal Justice Facility operated by the Milwaukee County Sheriff, the juvenile detention facility operated by Department of Families and Children within the Department of Health and Human Services, and the hospital operated by the Behavioral Health Division within the Department of Health and Human Services.
- **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
 - Stay home!
 - Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
 - Stay in a separate room from other household members, if possible

¹ For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed

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- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a mask when around other people, if you are able to
- **Symptoms Compatible with COVID-19 (Symptoms):** Symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms. Note that within 72 hours of vaccination (including booster), some side effects may mimic Symptoms Compatible with COVID-19 but are NOT symptoms. See [Administrative Order 20-7](#) for details. The following symptoms may be symptoms of COVID-19 if they are new for you or if you do not commonly experience them:

○ Feverish or temperature of 100.4°F (38°C) or higher ²	○ New loss of taste or smell
○ Chills	○ New sore throat
○ Nausea or vomiting	○ New cough
○ Diarrhea	○ Headache that is new or different for you
○ New shortness of breath or difficulty breathing	○ Unexpected fatigue
○ New congestion or runny nose	○ Unexpected muscle or body aches

² Note that the threshold for fever in healthcare workers is temperature of 100.00F.